



## **Senior Budget Analyst**

Washington Management Service Band 1

**\$4,335.00 - \$5,419.00 monthly**

Salary level commensurate with qualifications and experience

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<b>RECRUITMENT:</b>	1235-09
<b>DATES:</b>	Opens: September 17, 2009      Closes: October 2, 2009
<b>WHO MAY APPLY:</b>	This recruitment is open to anyone who meets the desired qualifications and competencies.
<b>LOCATION:</b>	Natural Resource Building, Olympia, Washington.

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### **Position Overview**

This position is in the WDFW Financial Services Division and located in the Natural Resources Building, Olympia, Washington. The Senior Budget Analyst organizes, coordinates and leads the budgetary work related to the Wildlife and Habitat Programs. The position coordinates program budget development, monitors program performance including allotments and fiscal notes, makes recommendations to program managers on the fiscal impacts of policy proposals, and responds to inquiries on program budget. As a senior budget analyst for the Washington Department of Fish and Wildlife's central budget office, you will find the work fast paced and varied, with no end to new and different challenges. You will have a great opportunity to grow professionally and contribute to the budget team's efforts in making a difference in public service. Key job responsibilities include:

- Monitoring the budget and expenditures for the Wildlife and Habitat Programs.
- Advising the assistant director and Habitat/Wildlife program managers in budget matters.
- Providing variance reports of actual versus allotted amounts.
- Creating and maintaining effective working relationships with internal and external environments.
- Participating in conducting research and preparing specialized financial status reports through the Budget Officer and Assistant Director in response to Legislative, Federal and other state agency requests.
- Reviewing and analyzing all Habitat and Wildlife Programs fiscal related requests and advising the programs and the department of the fiscal impacts of policy proposals.

### **Working Conditions**

This position is located in the Natural Resources building in Olympia, Washington. Core work hours are 8:00 to 5:00 Monday through Friday.

### **Desired Qualifications and Competencies**

This position requires an individual who is self-disciplined, skilled in long-range planning, quantitative research, and decision-making. The individual must be able to communicate effectively, and coordinate with a wide variety of staff, provide excellent consultation on the fiscal impacts of policy proposals, manage a complex budget, and work effectively as a member of a team and under stress.

A bachelor's degree in business, public administration, accounting, economics, or statistics, and five years of professional experience in accounting, budgets, management, or closely related program analysis are strongly preferred. A Masters' degree in an appropriate discipline may substitute for two years of experience.

The best qualified applicants will demonstrate competencies in the following areas:

- Knowledge of budgeting and accounting practices,
- Knowledge of legislative processes and practices, including the fiscal note process.
- Knowledge of state financial systems including AFRS, Enterprise Reporting (FASTRACK), and BASS.
- Knowledge of OFM/State rules and regulations, Federal regulations, and Agency policies and procedures.
- Expertise in using Microsoft software, such as Excel, word, and PowerPoint.

### **How to apply**

**Applications must be received not later than 5:00 p.m. on October 2, 2009:**

Submit a completed state application and attach a resume that shows how you meet the qualifications and competencies listed above.

Send your application materials to: Margaret Gordon, Recruitment Specialist  
Human Resource Office, Department of Fish and Wildlife,  
600 Capitol Way North, Olympia, WA 98501-1091  
Fax (360) 902-2392

Or deliver in person to our Human Resources Office in the Natural Resource Building,  
5<sup>th</sup> Floor, 1111 Washington St. SE, Olympia, WA.

Or by e-mail to: [Margaret.Gordon@dfw.wa.gov](mailto:Margaret.Gordon@dfw.wa.gov)